

2015 Camp Lassen Unit Leaders' Guide

**This section contains general camp information for all units
and adults attending Camp Lassen.**

**There are additional program-specific sections for both Boy
Scout Camp and Cub Resident Camp.**

**Be sure to check the webpage for updated schedules
as camp gets closer –**

www.gecbsa.org/camping/camplassen

Welcome to Camp Lassen

Dear Unit Leader,

As camp director, I am pleased that you have selected to participate in the camping experience that we are offering this coming year at Camp Lassen. There are some exciting changes in the works, so be sure to read this guide, and also check the webpage for updates regularly. We will be adding and updating schedules that reflect the new programs at Camp Lassen, and we want you to know about them well in advance of your arrival at camp.

We have tried to do everything possible to make preparations for camp. We have selected a staff that we feel is superior and will have the capabilities to accomplish the task of teaching Scouting skills. We will have numerous training sessions that will give them the teaching skills necessary. We will set up programs that will be beneficial to your boys and will ensure a fun time at camp.

We are prepared. Will you also come to camp prepared?

Please read this Leaders' Guide, discuss it with your unit leadership and parents, and design a program that will fit your needs. If you find things that you would like to do at camp that are not included, please make it known to us. We will do all we can to provide you with the activities you need based on our program and staff capabilities.

We have many program features, with the sole purpose of providing you and your Scouts a satisfying, fun, and memorable experience. Your communication before and during the camp week will help us to provide the best possible service.

We pledge our efforts to support you in giving your Scouts a summer experience at camp that will last a lifetime.

I'm looking forward to your time in camp.

Joel Adema,
Camp Director
(530) 895-8389
jfadema@cwnet.com

Camp Lassen is fully accredited by the National Council, BSA and operates under strict health, safety and management guidelines established by the BSA, the State of California, the Federal Government and the County of Butte.

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CONTACT INFORMATION

Throughout the process of preparing for camp, leaders may need to contact individuals associated with Camp Lassen. The following is a list of who to contact and the best way to reach them:

| | | |
|--|--|--|
| Camp Registrar Gary Lentsch Phone: 800-427-1417 (toll free in California) 916-929-1417 ext. 217 Fax: 916-929-4461 Email: gary.lentsch@scouting.org | Camp Director Joel Adema Phone: 530-895-8389 E-mail: greyberadjoel@yahoo.com | Program Director Dave Dion Phone: 343-6867 E-mail: davedion@sbcglobal.net |
| Camp Ranger Don Altig 530-873-4961 E-mail: donaltig@aol.com | Camp Commissioner Jeff Chppell | Camp Lassen Website: www.gec-bsa.org (click on "Council Camps," then click "Lassen") |
| Camp Mailing Address (summer only): Scout / Adult Leader Name Unit Number Camp Lassen, B.S.A. 21359 Scout Road Butte Meadows, CA 95942-9713 | Camp Fax: 530-873-6690 Camp Emergency Phone Number: In case of emergency, call 911. Camp Lassen 530-873-4961 | Camp Lassen Alumni Association: www.camplassen.com |

GETTING THERE

Location

Camp Lassen Boy Scout Camp is located 45 minutes east of Chico, off Highway 32 near Butte Meadows, California. At an elevation of 4200 ft. amidst beautiful evergreen trees and a in mountain meadow setting, Camp Lassen offers both Cub Scouts and Boy Scouts a traditional Scouting program.

How to Get There

Leaving Chico, take Highway 32 East for approximately 25 miles, turn right on Humboldt Road, and follow the narrow road 5 miles to the Bambi Inn. Turn left on Scout Road (gravel) road to the Camp Lassen gate—approximately 1.5 miles. Be sure to plan to have enough gas in your vehicles to get from Chico to camp and back to Chico (72 miles round trip), as there is no gasoline available in Butte Meadows.

Transportation

The units provide transportation to and from camp. Scouts are to be transported only in regular passenger vehicles equipped with a seatbelt for each passenger. Pickup beds and trailers are for equipment only and should not be used to transport Scouts.

Scouts and Scouters may bring mountain bikes and use them on the service road from the corral to the near side (camp side) of the dam. Helmets are required for all riders.

Parking

Vehicle parking is restricted to the camp parking lot. Due to the impacts of dust, vegetation loss, and ground compaction, vehicles will be restricted from driving into the campsites. Camp will provide a few wheelbarrows and/or carts for moving gear, so please help us keep the dust down by not driving vehicles in camp. **We encourage units to bring their own carts for hauling gear to their campsite.**

LEADER INFORMATION AND UPDATES

Pre-camp Orientation Meeting

Pre-camp meetings provide unit leaders with the most up-to-date information about the Camp Lassen program. All unit leaders and interested adults are invited to attend. Your unit should be represented if possible. Parents of Scouts who will be attending as provisional (individuals) are also encouraged to attend. For unit leaders unable to attend due to distance or other reasons, please contact the camp director to obtain critical information distributed at this meeting.

Date and Location:

Tentatively scheduled for Saturday, May 9th, Sacramento. Please check the webpage to confirm.

Agenda:

- There are many changes coming! We'll distribute final information on the camp programs, schedules, and other activities.
- Review transportation, medical forms, permission slips, tour plans.
- Discuss what extra program costs Scouts may incur, if any.
- We want to find out what your unit needs Camp Lassen to do to make this summer an outstanding Scouting experience.

Visit the Camp Lassen Website often

We will do our best to post updated information on the Camp Lassen page of the Golden Empire Council website. Go to www.gec-bsa.org/camping/camplassen. If you cannot find what you are looking for, please contact the camp director or the program director (see camp contacts page)

UNIT REGISTRATION

Adding additional Scouts or Adults

Scouts or adults may be added at any time before arrival if there is space available. Contact the Camping Registrar to make arrangements. A non-refundable deposit must accompany any new reservation. Please contact the camp director or camp registrar with any registration changes as soon as possible.

Capacity Policy

We encourage units to bring extra tents to accommodate late additions. Please be considerate when adding additional campers by informing the Camp Registrar as soon as possible.

Campsite Requests

Units are more than welcome to request a specific campsite. Please remember, however, that we cannot guarantee a specific campsite to a unit. The Campsite Request Form, found on the Camp Lassen forms and guides page, is due by June 1. Several of our campsites are bring-your-own tents sites. Units who bring their own tents will have priority for requesting these sites.

FORMS AND PAPERWORK

Medical Forms

Campers must have the proper medical forms to remain in camp.

Anyone coming to camp (Adults and Youth) must complete Parts A, B, and C of the “Annual Health and Medical Record.” Note that a qualified healthcare provider must sign this new form *each year*.

Shooting Permission Form

Parents must authorize the Golden Empire Council to furnish firearms, B.B. rifles and archery equipment, as appropriate, for the purpose of instruction in the safe handling and shooting of firearms, target shooting and related activities under the supervision of the Shooting Sports Director and range staff.

You will find the form at <http://www.gec-bsa.org/camping/campforms>

Tour Plan

If required (for units coming from other councils), please file a Tour Plan at least two weeks prior to arrival at Camp Lassen. This fully protects all participants under the BSA National Insurance policy. Bring a copy of your tour plan, if applicable, to camp as one of the items for your camp check-in procedure. Please list all adults and their dates in camp if you plan adult exchanges.

VISITORS

Family members are welcome to come to camp on the closing evening of each session for dinner, campfire program, and/or overnight stay. Dinner is at 6:00 p.m. The cost is \$7 per person per meal. Meal tickets can be purchased at the Trading Post. Camp Lassen cannot provide provisions for camping. Bring everything that you may require for camping out. **All visitors**

are required to check in with the camp business office and wear the visitor wristband as per the BSA and Golden Empire Council policy, which states that all visitors to camp must be identified.

Families wishing to stay other nights in the area may camp at Butte Meadows or Cherry Hill campgrounds.

Leaders may bring up children who are not registered with BSA for the closing night of camp only.

Scouts are not allowed to leave camp with any person unless the parent or guardian who has legal custody has granted permission. Unit leaders are responsible for Scouts under their care and need to know custody status of their Scouts.

UNIFORMS

The official Scout uniform should be worn to all flag ceremonies, dinner, and campfires. When wearing the BSA uniform, it should be properly worn (e.g. – shirt tucked in and clean, belt, etc.). The daytime uniform in camp should consist of a unit-defined Scout uniform or camper T-shirt, BSA Scout shorts/pants or other comfortable attire, and socks and shoes.

ARRIVAL AND DEPARTURE

Arrival and Check-in

1. Plan to arrive no earlier than the check-in time (see Boy Scout Camp or Cub Resident Camp program sections). *Drive slowly as you turn onto Scout Road. Excessive speed creates a lot of noise and dust that our neighbors could do without.*
2. Have a Unit Leader check in at our check-in table at the Trading Post. Be sure to have the following items with you:
 - a. **Tour plan** (out of council units only).
 - b. 3 copies of the unit roster – one for the camp, one to be posted in the unit's campsite, and one for the unit leaders.
 - c. A count of the number of vehicles that will be staying in camp and the maximum number of campers you can transport.
 - d. Shooting sports/archery permission forms, which will remain with the unit.
 - e. Fees for additional scouts and/or leaders
 - f. Youth Protection verification forms
 - g. For out of council units, a copy of secondary Accident Insurance Policy
3. A staff friend will be assigned to your unit, will show you to your campsite, and will assist your unit while at camp.

4. Have everyone in your unit change in to swim suits. Have shoes and swim towels ready.
5. The entire unit (adults and youth) will go to the Medical Lodge to turn in medical forms and pick up buddy tags. The medical staff will review each individual's form with him/her. The camp has a FAX machine for leaders to use if a form is missing.
6. Your troop friend will give your unit a tour of the camp. Included in this tour will be a 30-minute shooting sports safety briefing in the dining hall.
7. After the swim check and tour, feel free to settle into your campsite.
8. Flags are at 5:30 (assemble at the parade grounds), dinner is at 6 PM (clean hands are a priority).
9. At least one adult leader should **attend the leader meeting** in the lodge. The meeting time will be noted on the schedule you receive at check-in.
10. Back at your campsite, review safety procedures with the unit.

Check-out and Departure

There will be no flag ceremony on your final morning at camp. Breakfast will be served as a drop in meal from 7:45 AM to 9:00 AM. The unit packs up and cleans the campsite. Keep in mind that other units will move in soon and they will appreciate a clean campsite. When your unit is ready, your staff friend will check your unit out the campsite. The unit leader then checks out at the camp office and picks up medical forms, medications, camp patches, and lost and found items. The unit leader should also turn in camp evaluations and can make reservations for next year. Departure from camp should be **no later than 9:00 AM**.

CAMP HEALTH AND SAFETY

- Drink plenty of water at Camp! Every year some campers experience dehydration. Adult Leaders should encourage Scouts to drink plenty of fluids at each meal and in between meals.
- Wear shoes at all times (except at the waterfront). **Open toe shoes are not permitted.**
- Sunscreen and lip balm are strongly encouraged.
- Walk in camp at all times (except in organized games)
- Fireworks are illegal in California, and also at Camp Lassen
- Stay on trails
- Please wait for program staff to arrive before entering program areas.
- Throwing of rocks, sticks, pinecones, or other materials can cause injury.
- Please get plenty of sleep.
- Leaders should check each night and at mealtimes to see that Scouts are accounted for
- Be bear aware! Keep your campsite clean, empty the trash can daily, and keep smellables out of tents and cabins.

Encouraging Scouts to follow these rules will prevent the majority of camper related accidents.

Health Lodge

The Health Lodge is a facility for minor injuries. Professional certified adults maintain and staff the Health Lodge. Special arrangements have been made with the Enloe Hospital emergency room in to handle major injuries.

The Weather

Weather in the mountains is unpredictable throughout the summer months. It usually can be quite warm, but it can also be cold and rainy. In general, you can expect cool mornings and evenings, and hot afternoons. Come to camp prepared! Plan ahead and no weather will be a surprise. Drinking fluids and applying sunscreen are important.

Critters

Wild animals are harmed by human contact. Please do not feed or harass them, as you are in their home. Small critters have been known to tear into sleeping bags and packs to find hidden candy.

Please leave your own critters at home. Camp is not the place for your pets.

Propane Camping Equipment

Units may bring propane stoves, and propane or battery lanterns. Scouts are permitted to operate propane equipment under close adult supervision. No open flame or flammable material is

allowed in tents. ALL PROPANE CANISTERS must be kept in a safe place when not in use. Camp Lassen will strictly adhere to guidelines in the Guide to Safe Scouting.

Fire

Fire is an ever-present danger in the mountains.

- Smoking is discouraged among leaders as a rule, but is permitted in a designated smoking area.
- Each campsite has fire control tools including a fire bucket, a shovel, a rake, and a hose. NEVER take these from your campsite.
- Due to severe drought conditions, unit campfires may be restricted or prohibited in campsites. Cal-Fire will advise camp on any fire restrictions, and units will be asked to comply.

The camp staff has established proper safeguards under the direction of the local fire service agencies. In case of fire, campers will be notified by a central campfire siren and by the camp staff. Upon hearing the alarm, all Scouts and adults must report immediately to the flag pole area. The unit leader will then report to the Program Director when his unit is accounted for or all are present. Further instructions will be given at that time. (There will be a fire drill each session in accordance with State Law.)

Evacuation

Should the camp need to be evacuated, unit leaders will be given directions to a designated evacuation center in Chico. All parents of Scouts should have the unit leaders' cell phone numbers in case of evacuation. Cell phone service is not available anywhere in or near camp, but service is available about 10 miles east of Chico, depending on your cell service.

FACILITIES

Dining Hall

One of the outstanding features of Camp Lassen is the central dining hall. Camp cooks prepare meals, which are served cafeteria style. Full uniform should be worn at breakfast and dinner. Scouts should be clean, wearing an appropriate shirt and pants or shorts to all meals. Scouts and leaders who have dietary restrictions should notify the camp director, before June 1st. **We'd like to strongly encourage proper hand washing by all people in camp prior to each meal.** On the morning of check-out, breakfast will be served as a drop-in meal between 7:45 AM and 8:30 AM to expedite departure.

SPECIAL DIETARY NEEDS

Should anyone in your unit have special dietary needs, please contact the Camp Director *two weeks prior* arriving at camp. Our cooks can provide vegetarian and gluten free needs, but only if given notice in advance. Please e-mail the camp director for a copy of the menu (we'll also try to post it online).

Telephone Service

There is a pay phone available for adult use. If you plan on making calls from camp, please bring a calling card. Scouts may use the phone when accompanied by their unit leader. A phone call home should be a last resort for homesickness. As far as we know, cell phone service is unavailable at camp.

Restrooms and Showers

Showers are available in the North and South Kybos, the main floor of the lodge, and at the Trading Post toilet/shower building, which is a modern, comfortable, handicap accessible toilet/shower building. Times will be posted for male, female, staff, and camper use on each Kybo where necessary. Please be thoughtful and courteous of others. Leaders, please help monitor the Kybos to keep them from being vandalized. Scouts will be held responsible for any damage or misuse.

Trading Post

The trading post carries craft supplies, snacks, t-shirts, etc. The amount of money to be brought to camp depends on the items each Scout or adult plans to purchase.

Hours: 9:00 AM to 11:30 AM; 1:00 PM to 5:00 PM; 7:00 PM to 8:00 PM

Some of the items that will be available in the store: merit badge pamphlets, craft materials and supplies, knives, compasses, flashlights, batteries, soap, toothpaste, camp T-shirts, mugs, patches, belt buckles, and belts.

It would be helpful to know the quantity and sizes of Camp Lassen items your unit would like to pre-order. A T-shirt pre-order form will be sent to the unit contact in May.

Campsites

Camp Lassen has 13 campsites and 8 cabins in a beautiful mountain setting.

- **Tent Sites:** Each tent campsite contains wooden or concrete platforms complete with 2-person BSA wall tents,
- **Adirondack Sites:** Adirondack sites have four-person open-air shelters.
- **Cabins:** Bunk beds to sleep 12. Outside of the cabins there are adirondacks for the leaders.
- **Bring-your-own tent sites:** We have several campsites that may be used by units that bring their own tents.

Youth and leaders should bring foam pads or air mattresses for tents, cabins, and adirondacks.

All campsites have a shovel, rake, broom, hose, fire bucket, picnic table, campfire ring, hand and face washing sink, water, trash can, and a bulletin board. Post the name of each Scout staying in each cabin, adirondack, or tent

Per BSA policy, adults and youth may not share the same sleeping area—tent, adirondack, or cabin. The camp commissioner coordinates campsite assignments in advance with the units. Assignments are determined by how many youth, how many male leaders, and how many female leaders are attending. **You are strongly encouraged to bring extra tents to make yourself comfortable.** Centralized shower buildings contain private showers for male and female leaders and youth.

Trails and pathway areas have been clearly defined to limit the impact of foot traffic. Before redesigning pathways, check with your camp commissioner.

Daily Campsite Inspections

The camp commissioners will inspect all unit campsites daily. Each campsite will receive a copy of the inspection sheet. The units meeting the highest standards at the end of the week will receive a special award at the closing campfire.

EQUIPMENT YOUR UNIT SHOULD BRING

- Extra tents for your unit (each unit is encouraged to bring a few extra tents just in case they are needed)
- Lantern (battery, propane/butane)
- Insect repellent (non-aerosol)
- First aid kit
- Hammer, screwdriver, pliers
- Clean rags
- Rain gear
- Chairs
- Scout handbooks
- Pushpins for your bulletin board
- Unit flag, American flag
- Skits, songs and stunts for campfire time
- Carabineers/Lanyards for the camp cups
- Tablecloth or cover
- Cots if you prefer
- Rope & binder twine
- Air mattresses or foam pads for tents and Adirondacks
- Extra tents to make yourself comfortable.

All missing or damaged equipment, including smoke and carbon-monoxide detectors and their batteries, will be charged to the unit.

ONLY PROPANE AND BUTANE LANTERNS AND STOVES ARE PERMITTED AT CAMP. White gas appliances may be used under adult supervision.

Flames are not allowed in any tent, at any time, and should never be any closer than ten feet to any tent.

UNIT LEADER FINAL CHECKLIST

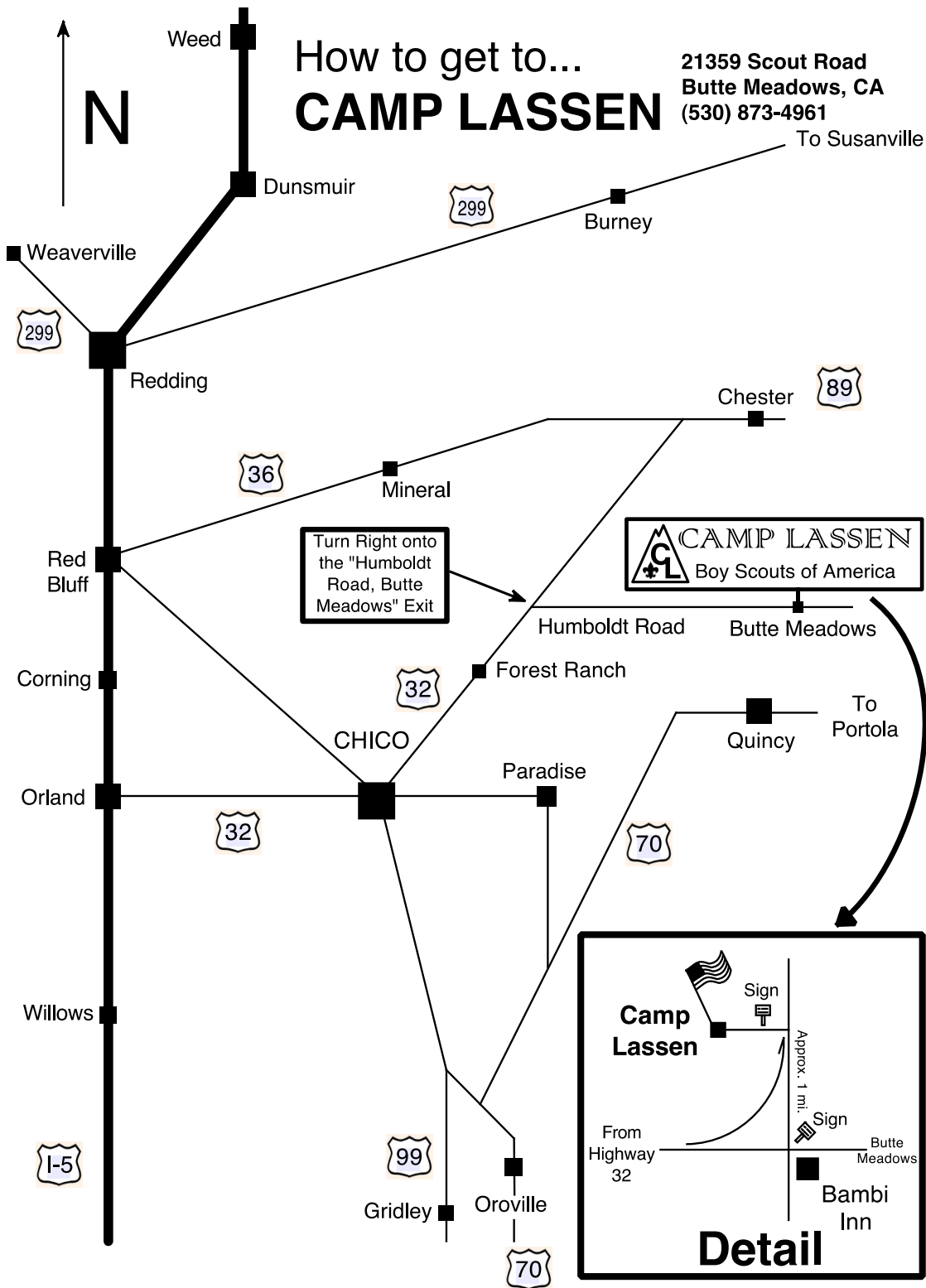
- _____ Unit Roster of Scouts and adults—3 copies. One will be turned in at check-in, another must be posted in your campsite, and you keep the last copy.
- _____ Medical forms for everyone attending camp. These will be turned in to our Health Lodge at check-in and returned on departure day. Medical forms must be signed by a medical practitioner.
- _____ Parent Consent Forms — Shooting Sports and Archery
- _____ Youth Protection form verifying training for every adult staying in camp.
- _____ Receipt of full fees paid
- _____ Copy of Tour Plan, if required
- _____ Copy of Unit Secondary Accident Insurance Policy if you are an out of Council unit
- _____ Unit camping equipment including flags (American, troop) and mess kits.
- _____ Sufficient funds for an emergency
- _____ Adequate adult leadership
- _____ Pre-Order Shirts

CAMP LASSEN SCHEDULES

The weekly schedules will be posted online as soon as they are in draft form.

www.gecbsa.org/camping/camplassen

Map to Camp



Map of Camp

